Apple-Works Forum

A Publication of **NAUG:** *The National AppleWorks Users Group*

Now celebrating our 8th year!

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From the Editors

The Summer of '93

This was a good summer for **NAUG**, and a difficult time for many **NAUG** members.

During the summer we were able to negotiate some valuable special offers for our members. These offers include even lower prices on 4-megabyte GS-RAM memory cards and special discounts on the AppleWorks and AppleWorks GS templates that Ruth Witkin and Cindy Field originally developed for A+/inCider magazine. The details of these offers appear in the inserts in this issue of the *AppleWorks Forum*.

More serious, though, was the difficult summer experienced by our **NAUG** colleagues living near the Mississippi, Missouri, Raccoon, and other Midwestern rivers.

NAUG members affected by the midwest floods will take months, maybe years to recover from their ordeal. But we are ready to do our small part to help you get your computers back in order.

Please contact **NAUG** when you regain some semblance of order to your lives. We will rebuild your library of back issues of the *AppleWorks Forum*, will restore your collection of public domain disks, will help you get new copies of AppleWorks, will put you in touch with **NAUG** volunteers who will help you recover your damaged files, and will do whatever we can to get you up and running after your tragedy.

Letters to NAUG...

How to Unshrink Files

Dear **NAUG**,

I need help downloading compressed files from the **NAUG** bulletin board service. How do I unshrink these files?

John Coffey
Brooklyn, Connecticut

*[Ed: **NAUG** compresses all the templates, utilities, fonts, and other files on our bulletin board, the Electronic Forum. Compressing the files saves space on our hard drives and speeds up your downloads.*

However, you need Andy Nicholas' ShrinkIt program to decompress the files.

***NAUG** distributes both 8-bit and 16-bit versions of ShrinkIt. The 16-bit program, called ShrinkIt GS, can unpack all 8-bit and 16-bit files stuffed with any version of ShrinkIt. ShrinkIt GS requires an Apple IIGS running GS/OS. Like most 16-bit applications, ShrinkIt GS runs best on a system equipped with a hard drive.*

The 8-bit ShrinkIt program runs on any Apple II or Apple II-compatible and can unshrink all the 8-bit programs and AppleWorks templates you will find on the BBS.

*You can download ShrinkIt or ShrinkIt GS from the Electronic Forum, but most **NAUG** members find it easier to order the disks from **NAUG's** Public Domain Library. A 5.25-inch disk with a copy of ShrinkIt or ShrinkIt GS costs $4, a 3.5-inch disk costs $6, plus $2 s/h per order. Directions come in AppleWorks word processor files on the disks.]*

Introducing Quadriga

by Randy Brandt

This is the first in a series of articles that describes the features and uses of Quadriga, the code name for the most significant upgrade ever developed for AppleWorks. Since the final product name is not yet established, the author uses the code name to refer to the product.

This October, Quality Computers will ship Quadriga, the most extensive AppleWorks enhancement – ever. Through Quadriga, Dan Verkade and I intend to achieve what AppleWorks 4.0 could have been had Claris remained in the Apple II market. Quadriga will sell for $79.95, and will be available directly from Quality Computers, including an instructional video. *[Ed: Quadriga, pronounced qua-DREE-ga, is a four-horse Greek chariot known for its speed and power.]*

I would like to explain and describe every new feature that Quadriga adds to AppleWorks, but with more than 100 enhancements in the product, I will limit myself to listing the most important features. Next month, I will describe the impact of Quadriga on the different TimeOut applications and how various existing enhancements are improved and included in Quadriga.

Hardware Requirements

Quadriga's enhanced features require more memory than earlier versions of Apple-Works. Although the program will run on a 128K, single 5.25-inch disk drive-equipped Apple II or compatible, you will want at least 256K of RAM in your system. The UltraMacros player built into Quadriga works with all Apple II computers capable of running AppleWorks except the original (unenhanced) Apple IIe systems.

Quality will ship Quadriga on both 3.5-inch and 5.25-inch disks.

General Features

Here are some of the features Quadriga adds to AppleWorks 3.0:

> " *Quadriga is the most extensive AppleWorks enhancement – ever.* "

- The TimeOut kernel and InitManager are built in. You configure these enhancements through the Standard Settings Menu.

- The program includes the UltraMacros 4.3 player which lets all Quadriga users run macros developed for Ultra 4.1 or later. You will need to buy the full UltraMacros 4.3 package to create your own macros. UltraMacros 4.3, which includes the Compiler, Debug, and Options will ship in October.

- You can use any Apple-compatible mouse with Quadriga.

- The program includes a built-in screen blanker that prevents phosphor "burn-in" if your leave your computer on.

- You can do disk and file copying from the Other Activities Menu.

- An auto-save feature saves files after the number of minutes that you specify.

- A new "Quick Quit" option exits instantly without asking if you want to save the files on the program's three desktops.

- The Apple-H command lets you "print" the screen to the word processor clipboard.

Desktop Enhancements

- Quadriga offers three desktops that accept up to 36 files. Pressing the Tab Key with the Desktop Index on your screen cycles through the desktops; pressing Apple-V displays a list of the files on all three desktops.

Quadriga Primer...

Developing upgrades for an established product like AppleWorks requires some difficult decisions. A number of these concerns focus on ways to make the new product compatible with files created with older versions of the program. Of course, many of the advanced features we added to Quadriga require changes in the structure of the data files that store your documents. Here is an overview of the compatibility between the two programs:

AppleWorks to Quadriga: Quadriga can read all your AppleWorks files. You can load the files on the Quadriga desktop just as you do with AppleWorks.

Quadriga to AppleWorks 3.0: Quadriga word processor and spreadsheet files will load directly onto the AppleWorks 3.0 desktop as long as you avoid the features that are not supported by Apple-Works. If you use the new features, you can still transfer your word processor documents as text files. Spreadsheet documents that use the new Quadriga functions will be difficult to move into AppleWorks.

AppleWorks 3.0 will not be able to read Quadriga data base files. However, you can print the desired records to a text file from Quadriga and load that file into AppleWorks 3.0.

———Randy Brandt

- You can use Apple-Up and Apple-Down to move through the list of files on the Save and Remove Files Menus. Pressing the Tab Key switches desktops.

- Quadriga offers three clipboards. Apple-C lets you edit the contents of the active clipboard from the Apple-Q menu.

- With the Desktop Index on the screen, pressing Apple-F lets you copy, delete, and rename files and perform other file activities. Pressing Apple-D lets you copy disks and perform other disk activities.

Add/List Files Menus

- Quadriga's Add Files and List Files menus can list up to 255 files (the current limit is 170 files on each list).

- The program displays text files on all file lists and can load the text files directly into the word processor. It also can save those files as text files instead of as word processor files.

- You can use the Apple-A command to arrange all file lists by Name, Type, Size, or Date.

- Pressing Apple-D with the Add or List Files Menus on the screen changes between the three Quadriga desktops.

- Pressing Apple-Y with the Add or List Files Menus on the screen ejects the current 3.5-inch disk.

Change Disk

- Pressing Apple-/ with the new Change Disk Menu on the screen displays all available volume names.

- Pressing Apple-P accesses Quadriga's Quick-Path feature that lets you choose a pathname from a list of pathnames that you pre-define.

- Pressing Apple-A or Apple-D lets you add or delete a subdirectory from the current path.

- Pressing Apple-Return lets you add a subdirectory to the highlighted disk volume.

Clipboard

- All three Quadriga modules have their own clipboard. Quadriga acts like AppleWorks 3.0 when you copy or move data to or from the clipboard. However, pressing Apple-F when selecting "From clipboard" lets you select the data from any of the three clipboards.

- Quadriga lets you view, edit, and add to the contents of all three clipboards.

Printing

- Quadriga lets you define up to five printers on the Printer Menu.

- The program supports the HP DeskJet printer.

- Quadriga stores a separate set of word processor Special Codes for each printer. The Special Code labels at the bottom of the screen reflect the codes for the currently active printer.

- Titles you set in a spreadsheet automatically appear at the top of each printed page.

Data Base: General

- Each data base record can include up to 60 categories (AppleWorks 3.0 is limited to 30 categories) with up to 2560 bytes of data (the current limit is 1024 bytes).

- Quadriga sorts can be case sensitive; you use the new Preferences Menu to switch between case sensitive and non-case sensitive sorts.

- Lookup lists let you display matching data from another desktop data base file. For example, while in a customer file you can use the lookup feature to display all invoices for the current customer from an invoice file.

- Quadriga lets you specify custom formatting for each category.

- You can define each category as a text, numeric, formula, mask, glossary, import, or export field.

- Text and numeric categories restrict the characters a user can enter.

- Formula fields can contain calculated values for each record. Your formulas can include spreadsheet-like functions, and may be over 200 characters long. Quadriga's functions support date arithmetic within records.

- Entries in mask fields automatically follow a format that you specify (such as a Social Security number format).

- Glossary fields contain entries that you can select from a list that appears when you press Apple-G, or automatically appears when you enter invalid data.

- Import fields automatically import data from other data base or spreadsheet files.

- Export fields automatically export data to other data base files.

- Quadriga can export and import user-defined character-delimited text files. For example, a file's categories could be delimited by commas, asterisks, or anything else you specify.

- Quadriga's single record layout supports instant reformatting into one to eight columns. For example, a twenty-category file can be easily arranged into a single column of twenty categories, four columns of five categories, five columns of four categories, and so forth.

- Date categories can contain dates from 1000 AD to 9999 AD. Your dates can display the century the date occurred (for example, "1812" or "1776"). You can define a date category so Quadriga automatically enters the current date in each record.

- Quadriga offers an enhanced Find Command that lets you select items by record number or lets you select records modified since you last saved the file. Quadriga instantly finds the record you want when you search in a sorted category. Finally, pressing Apple-Return after invoking Find Anywhere in one category automatically shows the first match without setting the Find rules.

Data Base: Record Selection

- Selection rules can find records with changes in a category that you specify.

- You can change your selection rules by choosing from the rules already defined in your reports.

- Quadriga is much faster than AppleWorks 3.0 when working in large files with selection rules set.

- Multiple record layout displays the number of selected records.

Data Base: Reports

- Quadriga lets you define 30 reports instead of 20.

- Reports can auto-sort at print time to display your data in the correct order.

- Quadriga shows the category widths when you edit multiple record layouts.

- Quadriga shows you the current cursor position when you change a single record layout.

- Quadriga supports easy report reformatting into one to eight columns, just as in single record layout.

Word Processor

- Quadriga's split screen feature lets you view one part of a file while you work on another part.

- Mail merge works directly from a data base file, using its selection rules and bypassing the clipboard.

- Mail merge includes a "don't reformat" option for printing on forms.

- You can restrict the Find and Replace commands so they search for a complete word (for example, match "best" but not "bestial").

- The program uses new symbols instead of carets to make it easy to identify printer codes on the screen.

- Quadriga's Apple-G glossary command makes it easy to enter formatted data (such as addresses) from data base files.

- You can store the Quadriga dictionary anywhere, and you can auto-copy the dictionary to a RAM disk on bootup.

Spreadsheet

- Quadriga lets you create 3-dimensional spreadsheets that access other desktop files, as in @SUM("OtherFile":B4...B9).

- You can display values in exponential notation.

- You can quickly set column widths by typing in the desired width.

- Quadriga supports date math with Julian numbers and multiple date formats.

- Entering an "@" inserts the current Julian date value into a cell.

- Quadriga displays the current column width at the bottom of the screen.

- During formula editing, Apple-F displays a function list for easy entry. The list also displays the required parameters that you need to enter.

- Quadriga's new functions include Alert, Date, Find, Join, Lower, Len, Mid, Text, Upper, and Val.

- Quadriga shows standard values in the Apple-V menu instead of at the end of the help screen.

- New Find options let you search for numbers and formulas as well as text. Find also lets you search back or ahead by rows or columns, or lets you restrict your search to the current row or column.

- Quadriga's spreadsheet lets you use Apple-R to replace text and numbers.

- You can limit the spreadsheet to 999 rows for maximum speed, instead of the normal 9,999 rows.

- Quadriga marks recalculated files as changed.

Conclusion

It is one thing to see the extensive list of features that Quadriga adds to AppleWorks. But Quadriga is more than a set of enhancements to a tried-and-true product. All of Quadriga's new features are fully integrated into AppleWorks.

Quadriga lets you flash through these operations; linking files, using glossaries, and enjoying a new level of productivity with the same ease of use and integration we've come to expect from AppleWorks.

Dan and I are excited about developing this new product; we think you will enjoy using it.

[Randy Brandt, who owns JEM Software, is the author of Ultra 4 and many other AppleWorks enhancements. He is available for custom TAPL programming. EMail users can contact Randy at BRANT@GENIE.GEIS.COM. Others can write to him at 7578 Lamar Court, Arvada, CO 80003, or send a fax to (303) 422-4856.]

A Flexible Retirement Investment Template

by Stan Hecker

This month's favorite template can help you plan your retirement finances. The author assumes that you know the basics of AppleWorks. The template uses the @TERM, @PMT, and @OR functions that are described in the September 1989 and January 1991 issues of the AppleWorks Forum.

R uth Witkin's retirement template is the most popular template ever published in the *Apple-Works Forum*. Her template, which appeared in the December 1992 issue, generated numerous letters and suggestions, including James Harper's enhanced template that appeared in the March 1993 issue of the newsletter.

Member interest in retirement templates underlies my choice of this month's template (see *Figure 1*), which was developed by Professor Bernard Katz, of Ramat Aviv, Israel.

Answers to Different Questions

The Witkin and Katz templates answer different questions about retirement finances.

Ms. Witkin's template helps with retirement savings. It answers questions such as "How much money should I save to receive my desired income during retirement?" and "How will the interest I earn and the rate of inflation effect my retirement income?".

Professor Katz's template assumes that you are close to retirement, that you know the approximate value of your retirement savings, and that you need help deciding how much you can withdraw from your savings during your retirement.

His template answers the questions:

1. How long will your savings last if you withdraw a set amount each year?

2. How much will you need to withdraw each year to receive the same amount adjusted for inflation? How long will your savings last if you withdraw these ever greater amounts from your account?

3. How much can you withdraw each year if you want your retirement savings to last only ten years? 25 years?

These are important questions for retirees or anyone who is about to retire.

Professor Katz's template also demonstrates how to use AppleWorks 3.0's @TERM, @PMT, @IS-ERROR, @NA, and @OR functions.

Cautions

As with all financial templates, you must check the accuracy of this template and make certain it fits your needs. Note that this template does not allow for changes in your investment income during your retirement, changes in the rate of inflation, or for the impact of government programs like Social Security.

Understanding the Template

You enter the total value of your savings in cell E4 and the amount of money you will withdraw for your first year of retirement in cell E5. (This is the amount of money you will need for the year less any money you receive from other sources such as Social Security, company retirement plans, or rental income.) Enter your current age in cell E6.

Enter your assumptions about the overall long-term rate of inflation, long-term rate of return on your investments, and taxes in cells E10, E11, and E13 respectively.

My Favorite Template...

```
File: RICT                 REVIEW/ADD/CHANGE           Escape: Main Menu
======A====B========C============D================E================F=========
  1|               RETIREMENT INCOME CALCULATOR TEMPLATE
  2|
  3|    SAVINGS AND RETIREMENT INCOME INFORMATION
  4|       Current (starting) fund value:         $750,000
  5|       Next (first) year's withdrawal:         $40,000
  6|       Your age, in years:                          62
  7|    EXPECTED INFLATION AND INVESTMENT INFORMATION
  8|          (Enter these percentages as decimal fractions:
  9|           enter 6.5% as .065, and so on.)
 10|    Expected inflation rate:                     4.00%
 11|    Expected fund rate-of-return:                7.50%
 12|    Expected average tax rate (if
 13|       any) on investment income:               23.0%
 14|
 15|    Investment return after taxes, ignoring inflation...        5.8%
 16|    Years to deplete fund at flat "desired income"...... Never depletes!
 17|    Annual "flat" income to deplete fund in 25 years....    $54,287
 18|       (Year-by-year details--considering inflation--follow)
 19|
 20|===========================================================================
 21|
 22|          Annual income            Years to deplete    Annual income
 23|          required from   End of year  fund at current  to deplete the
 24|Year Age   the fund     fund balance   annual income  fund in 10 years
 25|
 26|  1   63    $40,000        $751,002                        $95,441
 27|  2   64    $41,600        $750,370         74.6           $95,360
 28|  3   65    $43,264        $747,942         51.3           $95,052
 29|  4   66    $44,995        $743,543         41.4           $94,493
 30|  5   67    $46,794        $736,985         35.0           $93,659
 31|  6   68    $48,666        $728,070         30.2           $92,526
 32|  7   69    $50,613        $716,580         26.4           $91,066
 33|  8   70    $52,637        $702,286         23.2           $89,249
 34|  9   71    $54,743        $684,938         20.5           $87,045
 35| 10   72    $56,932        $664,273         18.1           $84,419
 36| 11   73    $59,210        $640,006         15.9           $81,335
 37| 12   74    $61,578        $611,832         13.9           $77,754
 38| 13   75    $64,041        $579,426         12.1           $73,636
 39| 14   76    $66,603        $542,438         10.5           $68,935
 40| 15   77    $69,267        $500,497          8.9           $63,605
 41| 16   78    $72,038        $453,202          7.5           $57,595
 42| 17   79    $74,919        $400,129          6.1           $50,850
 43| 18   80    $77,916        $340,821          4.9           $43,313
 44| 19   81    $81,033        $274,791          3.6           $34,922
 45| 20   82    $84,274        $201,519          2.5           $25,610
 46| 21   83    $87,645        $120,451          1.4           $15,307
 47| 22   84    $91,151         $30,992           .3            $3,939
 48| 23   85    $30,992             $0                             NA
 49| 24   86         $0             $0                             NA
 50| 25   87         $0             $0                             NA
 51| 26   88         $0             $0                             NA
 52| 27   89         $0             $0                             NA
 53| 28   90         $0             $0                             NA
 54| 29   91         $0             $0                             NA
 55|
 56|
 57|
 58|
------------------------------------------------------------------------------
A58

Type entry or use Ô commands                              326K Avail.
```

Try to estimate your taxes accurately; they can have a significant impact on your financial picture. Enter the percentage of your income you expect to pay for federal, state, and local income taxes, not your marginal tax rate. (Remember that filers in the 31% tax bracket pay far less than 31% of their total annual income for taxes.) Consider using a tax template like 1040Works to help with your estimate; just fill in a basic tax return with the income and deductions you expect after you retire. Then use the formula (taxes due/total income)*100 to compute the figure you will enter in cell E13. Remember to add any state and local income tax to your "taxes due" calculations.

AppleWorks calculates all the remaining figures in the template.

The AppleWorks Calculations

Cell F15 computes the annual rate of return from your investments after taxes.

Cell F16 tells you how many years you can withdraw the amount you need if you do not adjust your withdrawals for inflation. (The entry "Never depletes!" in cell F16 indicates that your annual interest is greater than $40,000. If you withdraw $40,000 per year, you will live off your interest and will never deplete your underlaying savings.)

Cell F17 reports the amount of money you can withdraw each year from your account if you want the funds to last 25 years. But be careful; this figure does not allow for inflation, so withdrawing this amount leaves you financially comfortable early in your retirement, but less well off as inflation reduces the value of your annual withdrawals.

The rows of calculations can help you make additional retirement decisions.

My Favorite Template...

Cell	Keyboard Entry	Comment
F4	@IF(E4>0,""," <----need entry")	Leave two spaces between the "and < symbols. AppleWorks displays "<---need entry".
F15	+E11*(1-E13)	AppleWorks displays "0.0%".
H15	@TERM(F15,-E5,E4,0,1)	AppleWorks displays "ERROR".
F16	@IF(E4=0,"Fund is zero",@IF(@ISERROR(H15),"Never depletes!",+H15)) AppleWorks displays "Fund is zero".	
F17	@PMT(F15,25,-E4,0,1)	AppleWorks displays "$0".
A26	1	This is a constant to indicate "Year 1".
B26	+E6+1	Increments age by one year. AppleWorks displays "1".
C26	+E5	Copies the starting fund balance to this line. AppleWorks displays "$0".
D26	(E4-C26)*(1+F15)	AppleWorks displays "$0".
E26	@IF(@OR(D26=0,@ISERROR(@TERM(F15,C26,-D26,0,1))),"","HOLD") This is an incomplete formula. See the sidebar "About the Formulas" to complete the entry. AppleWorks leaves this cell blank.	
F26	@IF(D26>0,@PMT(F15,10,-D26,0,1),@NA)	AppleWorks displays "NA".
A27	1+A26	AppleWorks displays "2".
B27	1+B26	AppleWorks displays "2".
C27	@IF(D26<=C26,D26,+C26*(1+E10))	AppleWorks displays "$0".
D27	@IF(D26=C27,0,(D26-C27)*(1+F15))	AppleWorks displays "$0".

Here is an interpretation of the data in row 27:

By the end of your second year of retirement you will be 64 years old and will need $41,600 this year to maintain the equivalent of a $40,000 annual withdrawal. At the end of the year, your retirement fund will contain $750,370, which reflects your estimate of a 5.8% annual return after taxes. The template reports that you can continue to withdraw a flat amount of $41,600 per year for 74.6 years before you exhaust your retirement fund. Alternatively, you can withdraw $95,360 and deplete your fund after ten additional years.

Each following row in the template contains the data for an additional year based on your assumptions of a 4% rate of inflation and an annual after-tax growth of 7.5% in your retirement fund.

Once you understand these values, you can see how this template can help you plan your retirement.

Creating the Template

Follow these steps to build the template:

1. Create a new spreadsheet called RICT (Retirement Income Calculator Template).

2. Use the Apple-V command to set the recalcula-

Figure 3: Data Cell Formats

Cells	Value Format	Decimal Places
E4 & E5	Dollars	0
E6	Commas	0
E10,E11,E13,F15	Percentage	1
F17	Dollars	0
A26,A27,B26,B27	Fixed	0
C26,C27,D26,D27	Dollars	0
F26 & F27	Dollars	0

tion frequency to "Manual", value format to "Fixed" with one decimal place, and recalculation order to "Rows".

3. Use the Apple-L command to set column widths as follows:

Column	Width
A	4
B	5
C	13
D	16
E	18
F	18

4. Put the cursor in cell B22, issue an Apple-L command, and change the label format for the

My Favorite Template...

About the Formulas

Cell Notes

F4 This formula prompts you to enter your data. If cell E4 is empty or zero, the formula displays a message to remind you to enter the current value of your retirement fund.

F15 This formula uses the pre-tax return on your retirement fund and your tax rate to calculate your after-tax rate of return.

H15 This cell uses @TERM to calculate the number of years your investment fund will last. It assumes that your savings will grow at the net annual interest rate in cell F15. It also assumes that each year you will withdraw the amount in cell E5 (made negative here because it is removed from the fund). The formula assumes that the fund begins with the value in cell E4. The "Ø" indicates that you will deplete the fund completely. Finally, the trailing "1" in the formula tells AppleWorks that you will withdraw the money at the beginning of each year.

These calculations are off to the side of the template because they are used by the formula in cell F16 and are not part of the regular "flow" of information in the spreadsheet. You can type the word "Scratch" or "Working" in cell H14 to remind you that this is a "scratch" calculation.

F16 This formula uses cell references and nested @IF statements to display three possible results. Its primary purpose is to display the number of years your investment fund will sustain you if you can accept an unchanging retirement income.

However, there are two situations when AppleWorks cannot display such a "term" or length of time:

A. When there is no money in the retirement fund. If cell E5 is zero, the @IF statement in the formula displays a "Fund is zero" message.

B. When there is so much money in the retirement fund that it will always continue to grow, despite annual withdrawals. In this case, the @TERM function in cell H15 displays "ERROR" on the screen. If that occurs, the second @IF statement uses the @ISERROR function and displays "Never depletes!".

Otherwise, AppleWorks can calculate the @TERM of your retirement fund, so the template retrieves the "term" of the retirement fund from cell H15.

The "Fund is zero" and "Never depletes!" messages look better if they are near the right edge of

cell F16. Use the Apple-U command and the insert cursor to put five spaces between the quotation mark and the "F" in "Fund is zero". Put two spaces between the quotation mark and the "N" in "Never depletes!".

F17 This formula calculates the amount you can withdraw annually from the retirement fund to deplete the fund after 25 years. This withdrawal is a payment from the fund, which the formula calculates using the @PMT function. It calculates the payment using the after-tax interest rate from cell F15, the term of 25 years, and the present value of the fund which is in cell E4. The "Ø" signifies that you want to deplete the fund entirely, and the "1" indicates that the withdrawals will occur at the start of each year.

Normally, the results of an @PMT function appear as a negative number. By expressing the fund balance in cell E4 as a negative number, Professor Katz forces the result to appear as a positive value.

D26 This cell displays the value of the fund at the end of the year. The formula reduces the starting fund balance (in cell E4) by the amount withdrawn at the start of the year. It then multiplies the result by the effective rate of return (1 plus the rate of return in cell F15) to determine the value of the fund at the end of the year.

E26 This formula calculates the number of years it will take to deplete the fund if you continue to withdraw the amount you took out of the account this year.

This a long formula that will not fit on the regular data entry line. Follow these instructions to enter the formula:

A. Enter the portion shown in *Figure 2* and press the Return Key.

B. Put the cursor on cell E26 and press Apple-U to display the formula on the Edit Line.

C. Put the overwriting cursor on the quotation mark before the word "HOLD" near the end of the expression. Then overtype "HOLD" and the parentheses with

    @TERM(F15,C26,-D26,Ø,1))

D. Press the Return Key. Try again if AppleWorks sounds the error beep and re-displays the word "HOLD".

This is a complex formula, best understood in segments.

My Favorite Template...

The expression @TERM(F15,C26,-D26,Ø,1) calculates the number of years it will take to deplete the fund if you continue to withdraw the amount your took out of the account this year.

If the interest your account earns is greater than your withdrawal, the time necessary to deplete the fund is infinite and the formula generates "ERROR". If that happens, *or* if there is no remaining balance in the fund (that is, if cell D26 is zero), cell E26 remains blank. Otherwise, the formula displays the number of years needed to deplete the fund if you continue to withdraw the amount you took from the fund this year.

In the expression @TERM(F15,C26,-D26,Ø,1), cell F15 contains the rate of return after taxes, cell C26 contains the withdrawal you made from the fund, cell D26 contains the value of the fund at the end of the year (the present value), the "Ø" signifies that you want to completely deplete the fund, and the "1" indicates that you will take the payment at the beginning of each year. Expressing the value in D26 as a negative number forces @TERM to yield a positive value.

F26 If there is money in the fund, this formula calculates the annual withdrawal that would deplete the fund in ten years. The expression @PMT(F15,1Ø, -D26,Ø,1), uses the after-tax interest rate in cell F15. The term is ten years. The present value is the balance in the account in cell D26. The "Ø" signifies that you want to deplete the account, and the "1" indicates that you will make your withdrawal at the beginning of each year.

If there is no money in the fund, the formula displays "NA" in the cell. Using @NA rather than blanks preserves the dollar format of the cell.

C27 If the previous year's ending balance is smaller than the previous year's annual withdrawal, this years payment will deplete the fund. In that case, this year's withdrawal should equal the entire fund balance. Otherwise, this formula calculates this year's withdrawal, which is equal to last year's withdrawal multiplied by one plus the expected rate of inflation.

D27 If this year's withdrawal equals the old fund balance, the new fund balance is zero. Otherwise, this formula increments the previous fund balance by the effective rate of return in cell F15.

block of cells including B22 through F24 to "Right Justify".

5. Enter the text from rows 1-24 in *Figure 1* into the template. Do not enter the phrase "Never depletes!" which is generated by the formula in cell F16.

Entering and Copying Formulas

6. Enter the formulas from *Figure 2* into the template. See the sidebar "About the Formulas" for a description of the purpose of each formula.

7. Use the Apple-L command to set the value formats for the cells as defined in *Figure 3*.

Copying the Formulas

Now you will copy the formulas from row 27 into the following rows of the spreadsheet. Continue as follows:

8. Copy cells E26 and F26 to the corresponding cells in row 27. When AppleWorks asks the question "Reference to Cell..." reply "No Change" if the cell is above row 20 and "Relative" if the cell is below row 20.

9. Move the cursor to cell A27, issue an Apple-C command, select "Within worksheet", highlight the row through cell F27, and press the Return Key.

10. Specify the destination of the copy operation by moving the cursor down to cell A28 and press the Period Key. Then use additional downward cursor moves to create as many new rows as desired. For a 20-row template, highlight through row 45; for a 30-row template, highlight through row 55. Then press the Return Key.

11. When AppleWorks asks "Reference to Cell..." respond "No Change" if the cell is above row 20 and "Relative" if the cell is below row 20.

12. Press Apple-K so reasonable numbers appear in the "Year" column.

Protect Your Work

Now you will protect your work. First, you will allow no changes anywhere in the template. Then you will lower the level of protection for the cells that require data input. Follow these steps:

1. Put the cursor in cell A1, issue an Apple-L command, and protect the whole spreadsheet as a block. Allow "Nothing".

2. Use the Apple-L command to allow "Values Only" in cell E4 through E6, and cells E10, E11, and E12.

3. Save your template. Then use TimeOut File-Master, Copy II+, BASIC, or another utility to lock the file. *[Ed: For step-by-step directions, see the article entitled "How to Lock Your Templates" in the May 1991 issue of the **AppleWorks Forum**.]*

Using the Template

Follow these steps to use the template:

1. Enter your data at the top of the spreadsheet.

2. Press Apple-K to do the calculations and scroll down the screen or print the spreadsheet to see your results.

3. Once you are comfortable with the template, you can use AppleWorks' Apple-W and Apple-T commands to set windows and titles to your liking. If you set up windows, Apple-J jumps the cursor from one window to the other.

   I split the screen about one-third of the way down. Then I use rows 22 through 24 as titles for the lower two thirds of the screen.

Special Retirement Considerations

The flexibility inherent in this template can accommodate unique circumstances and retirement programs.

For example, if your retirement plan freezes your assets upon retirement, you should set the "Expected fund rate of return" to zero. If you have this sort of retirement plan, then it is probably untaxed, so you can also set the "Expected average tax rate" to zero. You can then use the template to compare your retirement earnings if you leave the money in the current plan to the earnings you will receive if you roll your money into a different plan.

If your retirement plan offers only a flat-rate payment, you should set the "Expected inflation rate" to zero. You are not stopping inflation, but you are rec-

ognizing that your basic plan will not adjust for inflation after you retire. Knowing your earnings from your basic plan can help you decide how much money you need in separate retirement accounts to counter the effects of inflation after you retire.

Conclusion

The continued interest in retirement templates, and the popularity of the retirement disks in the **NAUG** Public Domain Library attest to the importance of this topic to our members. This is a fine, flexible template that meets an important need.

[Stan Hecker is on the administrative staff at Michigan State University, East Lansing, Michigan, and is a partner in H&H Consulting, a Michigan concern specializing in school district financial and population analyses.]

[Bernard Katz, a Professor of Marketing and Advertising, has lived in Israel since 1982.]

*[Ed: A working copy of this template appears on this month's **NAUG on Disk**, which costs $10 from NAUG. NAUG on Disk requires a 3.5-inch disk drive; the template requires AppleWorks 3.0. Back issues of the **AppleWorks Forum** cost $4 per issue postpaid from NAUG.]*

AppleWorks News

Quality to Acquire AppleWorks

At press time, Quality Computers had signed a letter of intent with Claris Corporation to become the new publisher of AppleWorks and AppleWorks GS. Quality plans to release AppleWorks 4.0, which will include all the new features developed as part of the company's Quadriga project. (More information about Quadriga appears on page 3 of this issue of the *AppleWorks Forum*.) According to Quality, the retail prices for AppleWorks 4.0 and AppleWorks GS will remain unchanged. Upgrades from AppleWorks 3.0 will cost $79.95. With this change, Quality will assume responsibility for all technical support for AppleWorks.

[Quality Computers, 20200 Nine Mile Road, Box 665, St. Clair Shores, Michigan 48080;

Word Processor Tips

How to Capture Output from Other Programs

by Jack Countryman

This article describes how to import "printouts" from other computer programs directly into AppleWorks. These procedures let you create AppleWorks documents from any computer that sends standard ASCII codes to its printer.

The computer programs I use at work print reports that I integrate into a single document. However, getting the data into AppleWorks is a problem because most of these programs cannot save their printouts in a disk file or send them anywhere except to a printer. In fact, many of these programs run under Pascal or DOS 3.3 instead of ProDOS, and some of the programs run on IBM-compatible computers instead of my Apple II. For years I resorted to retyping the output from these programs into my AppleWorks documents.

It occurred to me that no matter what the computer or operating system, these programs all send their data from the computer to the printer as standard ASCII codes over a cable. That led to my discovery that I could connect the printer cable of one computer to the modem port of my Apple II and "print" directly to the Apple. This article describes the procedures I developed to accomplish that transfer.

What You Need

These techniques require a "sending" and "receiving" computer. The "sending" computer can be an Apple II, IBM-compatible, or any other system that uses a standard (ASCII) serial printer; that eliminates most Macintosh and Windows applications from consideration. *[Ed: Advanced users can overcome this limitation by using Windows and Macintosh printer drivers that output to a standard ASCII printer. However, that is beyond the scope of this article.]* You do not need telecommunications software for your sending computer.

The "receiving" computer must be an Apple II or Apple II-compatible equipped with a serial port or serial interface card.

You will need a ProDOS-compatible telecommunications program for the receiving system. Although you can use any communications package, I use TimeOut TeleComm, which is the only program that can capture data right onto the AppleWorks desktop.

You also need a printer cable to connect the serial ports on both computers. One end of the cable must fit into the printer port on the sending computer; the other end of the cable must fit in the modem port in the receiving Apple II.

If your receiving computer is an Apple IIGS or Apple IIc+, you should use a cable that connects your computer to an ImageWriter II printer, which has a mini-DIN 8 connector. If your receiving computer is an Apple IIe, use a cable that connects your sending computer to an ImageWriter I, which has a DB-25 connector.

Apple IIe owners also need a serial card that supports an external modem. I will assume you have an Apple Super Serial Card, but you can use other serial cards to accomplish the transfer.

General Overview

The essence of this process is to connect the printer port on the sending computer to the modem port on the receiving Apple II. You tell the receiving computer to capture the data that comes into the serial port and tell the sending computer to print the

Word Processor Tips...

report you want to transfer. You then use Apple-Works to produce the final documents.

Step-By-Step Procedures

Follow these steps to transfer your data:

1. Plug the cable into the printer port of the sending computer and the modem port of the receiving Apple II.

2. Set the modem port on your receiving Apple II as follows:

   Apple IIGS: Go the Control Panel and change the modem port settings to Baud: 9600, DCD Handshake: off, DSR/DTR Handshake: off, Echo: off. Leave the other settings at their default values. Then reboot your computer.

   Apple IIe: Switch the jumper block on the Apple Super Serial Card so it points to "Terminal". Then set the DIP switches on the card to match the example in *Figure 1*. Plug the card into slot 2 in case your communications software expects the modem port in that "standard" location.

   Apple IIc, IIc+: Telecommunications programs automatically set the modem port for these systems. Do not change any settings on these computers.

3. Launch the telecommunications program on your receiving Apple II. Then access the communications settings menu and change the settings so they match those described in step #2 above.

Follow these steps if you use TeleComm:

   A. Press Apple-Escape to access the TimeOut Menu and select "Utilities".

B. Select "Configure" from the Utilities Menu and indicate that you want to configure TeleComm.

C. Set the baud rate (TeleComm calls it "modem speed") to 9600 and set the modem interface and modem slot to match the configuration of your system. For example, Apple IIGS users should set the TeleComm modem interface to "Apple IIGS Modem Port" and the modem slot to "2".

D. Press the Escape Key until you return to AppleWorks.

4. Next, you must configure the sending computer so the communications parameters match those you set for the receiving computer in steps #2-3.

If you use an IBM-compatible, you must configure both the system communication parameters and the printer driver(s) in your application(s).

To set the communications parameters, get to a DOS "x>" prompt, and issue the command

```
MODE LPT1=COM1
```

to direct your printed output to the serial port. Then issue the command

```
MODE COM1:96,n,8,1,p
```

to set the communication parameters to 9600 baud, no parity, and 8-bit words with one stop bit. (The final "p" tells the system to continue sending the print job until the printer accepts the job.)

Then configure your applications to print on a generic or "TTY" printer.

Transfer the Data

Now you are ready to transfer the data. Continue as follows:

5. Launch the telecommunications program on the receiving computer and issue the commands to invoke "capture text" mode. TeleComm users follow these steps:

   A. Press Apple-Escape and select TeleComm from the TimeOut Menu.

Word Processor Tips...

B. Press Apple-T to access the TeleComm Transfer Menu (see *Figure 2*).

C. Select choice #3, "Capture text to desktop" and press the Return Key.

D. Select "Create new file", assign a name to the captured file, and press the Return Key.

E. Press Apple-Control-T to tell TeleComm to display the text that arrives through the serial port. TeleComm will display a blank communications screen ready to capture your data.

6. Issue the commands necessary to tell the sending computer to print the report. The output should appear on the receiving computer's screen. Ignore incorrect line wraps and other formatting problems.

Figure 2: TeleComm Transfer Menu

```
DT File:  [None]                    Disk File:  [None]                  Offline
================================================================================

     Transfer

     1.  Send text from Desktop
     2.  Send text from file on disk.

     3.  Capture text to Desktop:  [None]
     4.  Capture text to disk:  [None]
     5.  Capture text to OA-H printer:  [ Off ]

     6.  Send file from disk -- protocol
     7.  Receive file to disk -- protocol

     8.  Change current disk:  /d
     9.  Modify transfer options


--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      3121K Avail.
```

Capturing Additional Files

Most of the time, you will want to capture the output from each program in a separate file. If you want to capture the output in one large AppleWorks file, immediately run the next program on the sending computer.

Follow these steps if you want to capture each set of results in a separate file:

7. Press Apple-Q to quit TeleComm. Switch to the transferred file.

8. Press Apple-S to save the file.

9. Return to step #5 to capture the next file. Assign a different filename to the file in step #5D.

Using the Files

Now you can use the files you captured. Continue as follows:

10. Quit your telecommunications program and return to AppleWorks.

If you use TeleComm, your downloaded files are already on the AppleWorks desktop. Press Apple-Q to display the Desktop Index, which should include the files you just downloaded.

If you use any other communications program, launch AppleWorks and load the received files onto the AppleWorks desktop. Most communications programs will store the files as text files. Load these files by selecting choice #3 ("Make a new file for the word processor") from the Add Files Menu. Then follow the on-screen prompts to create the new file from a text (ASCII) file.

Point-to-Point and some other telecommunications programs can save your downloaded data in AppleWorks files. You can load these files onto the desktop by selecting choice #1 ("Add files from disk") from the Add Files Menu.

You can now use these files in your AppleWorks documents.

[Jack Countryman is the School Psychologist for the Decatur County (Indiana) Community Schools.]

[The author thanks Lee Dronick for his assistance developing the procedures described in this article.]

News from Apple Computer

New Support Policies

Apple recently announced comprehensive changes in its service and support program for owners of Apple computers.

All Apple owners can now get toll-free telephone help from Apple with problems related to installation, set-up, configuration, compatibility, and troubleshooting. If a product needs repair, the 800-number service will tell you about your service options and will help you contact on-site, mail-in, and carry-in service providers.

In addition, all Apple desktop computers and LaserWriters bought after February 1, 1993 now carry a one-year on-site warranty. Apple will provide free on-site service for customers who live within 60 miles of a participating Apple Authorized Service Provider (AASP). Apple's goal is to schedule all repairs within four hours of your call and to complete all repairs within two business days. However, you will have to work with the Apple representative on the phone; they will ask you to perform tests and take steps to ensure that your system needs repair and is not improperly installed or configured.

If on-site service is not available at your location, Apple will pick up and deliver your warrantied computer at no charge. Apple's goal is to repair and return all computers within three business days of pick-up.

Apple continues to cover all PowerBook computers with its one year mail-in service program.

Apple also expanded its global warranty program to make it easier to get service worldwide. No-cost, carry-in warranty service is now available for all Apple products no matter where it was purchased. If you plan to travel abroad with Apple equipment, call Apple's 800 number before you leave the U.S. for information about service options at your destination.

[Apple Computer, (800) SOS-APPL. Service is provided Monday - Friday, 6am - 6pm Pacific Time.]

Lower Macintosh Prices

Apple recently announced new price reductions and rebate programs for Macintosh computers. Although we do not want to encourage **NAUG** members to buy anything but Apple II computers, members buying Macintosh systems should make certain that their dealer computes their cost based on the current prices.

AppleWorks users looking for a notebook computer should consider the PowerBook 145B 4/40 or 160 4/40, which now list for $1429 and $1609 respectively. ClarisWorks, which runs nicely on these machines, can import AppleWorks word processor, data base, and spreadsheet files, and can write AppleWorks word processor files. PowerBook computers come with Apple File Exchange, a program that lets you copy files to and from ProDOS and MS-DOS disks.

Professional Diagnostic Tools Available

NAUG members who use Macintosh computers can now buy Apple's diagnostic software originally developed for professional Macintosh technicians. Ask your local Apple dealer for information about Apple's *MacTest Pro Diagnostic Software* and the *Apple Service Guides*.

Ruth Witkin Templates

Money Manager (AW 3.0 or AWGS)§
- Easy Budget - plans monthly spending.
- Cashflow - manages your cashflow.
- Networth - calculates financial bottom line.
- Taxtracker - tracks tax-deductible expenses.
- Loans - analyzes the largest loan you can afford.
- Travel - records travel expenses.

Success with AppleWorks I†
- Mail List - data base that prints mailing labels.
- Price Quote - creates request-for-quotation reports.
- Quote Letter - form letter to potential buyers.
- Price Volume - finds best selling price for products.
- Customer - keeps a profile of customer sales.
- Checkbook - an electronic checkbook.
- Loan - loan amortization spreadsheet.
- Newsletter - sample company newsletter.
- Budget - plans your budget.
- Expenses - calculates yearly and monthly expenses.

Success with AppleWorks II†
- Car Loan - calculates monthly payments for a car loan.
- Breakeven - analyzes breakeven and profit points of a product.
- Menu - an attractive sample menu.
- Income - calculates personal and family income.
- Numbers - records credit card numbers and important documents.
- Homes - compares renting and buying a home.
- Cover Letter - form letter for a resume.
- Three Across - three across labels template.
- Cash Flow - tracks business cash flow.
- Net Worth - compares this year's net worth with last year's.

Success with AppleWorks III†
- Car Costs - calculates mileage, gas usage, etc.
- Living Expenses - calculates income, taxes, and living costs.
- Return-Address Labels - labels template.
- Wine List - sample wine list.
- Loan II - calculates payments, principal, and interest.
- Retirement - tracks retirement savings.
- Credit Cards - stores credit card information.
- Handbook - template for 5x11 handbook.
- Travel Expenses - tracks costs against advance.

Success with AppleWorks IV†
- Interest - calculates annual interest earned.
- Statement - sample business statement.
- Resume - sample resume with three layouts.
- Employers - stores info about prospective employers.
- Cover Letter - merge this letter with Employers.
- Retire Plan - calculates income you need after retirement.
- Startup - calculates pre-opening expenditures for your business.
- Shopping List - data base template.
- Quickies - calculates several financial functions.
- Portfolio DB - tracks stock holdings and prints reports.

Success with AppleWorks V*
- Invitation - sample party invitations.
- Expense Itemizer - organizes expenses into accounts.
- Mortgage - calculates fixed and adjustable mortgages.
- Newsletter - prints 3-column newsletter.
- Club Membership - tracks membership.
- Retirement Budget - calculates retirement income & expenditures.
- Stock Portfolio - tracks investment transactions.
- Documents - stores and organizes info about important papers.
- Memo Merge - merge a report with a letter or memo.

Cynthia Field Templates

AppleWorks 3.0 Productivity Pak I†
- Inventory Organizer - records valuables information.
- Desktop Publisher - templates for commonly used forms.
- Auto Mileage Log - calculates tax deduction for mileage.
- Membership Organizer - stores information and prepares badges.
- Statements -uses mail merge to automate billing.
- Mail-Merge Postcards - mail merge for postcards.
- Checkbook Manager - manages your checkbook.
- Nutridata - records calorie counts for planning meals.
- Nutricalc - nutritional analysis.
- Home Construction - records estimates and quotes for construction.

AppleWorks 3.0 Productivity Pak II†
- Family Tree - stores info and prints a family tree.
- Videotape Library - catalogues and labels videos.
- Car Cost Comparison - calculates and compares loans.
- Custom Calendars - creates a calendar for any year.
- Home Buyer's Guide - tracks buying information.
- Living Will - living will template.
- Cookbook - stores your recipes in one place.
- Booklet - template to create booklets.
- College Guide - compares costs of colleges.
- Income Taxes - stores information for your taxes.

A+ Home Organizer for AWGS§
- Address Labels - 30 labels per sheet.
- Credit Card Registry - organizes credit card info.
- Friends & Family File - helps you remember birthdays.
- Home Inventory Organizer - tracks personal possessions.
- Insurance Policies File - tracks policy and premium info.
- Interest Earning Accounts -help prepare Sched B.
- Medical Authorization - permit medical treatment for dependants.
- Mortgage Cost Worksheet - identifies the best loan.
- Personal Balance Sheet - calculates net worth.
- Vacation Planner - plans savings for vacations.

AppleWorks GS Productivity Pak I*
- Memo Pads - templates for commonly used forms.
- Membership - stores information about your group.
- Name Badges - prints badges for your organization.
- Merge Document - templates for mail merge letters.
- Auto Mileage Log - calculates tax deduction for mileage.
- Resume - resume, cover letter, and thank-you note.
- Nutridata - records calorie counts for planning meals.
- Checkbook - manages your checkbook.
- Budget - compares budgeted and actual expenses.
- Newsletter - describes how to design a newsletter.

AppleWorks GS Productivity Pak II†
- Family Tree - stores info and prints a family tree.
- Videotape Library - catalogues and labels tapes.
- Car Cost Comparison - calculates and compares loans.
- Custom Calendars - creates a calendar for any year.
- Home Buyer's Guide - tracks buying information.
- Living Will - living will template.
- Cookbook - stores your recipes in one place.
- Booklet - template to create booklets.
- College Guide - compares costs of colleges.
- Income Taxes - stores information for your taxes.

Publish-It Yourself† (Requires Publish-It!)
- To-Do Forms - to do lists.
- Card Designs - index cards.
- Cassette Labels - video and audio tape labels.
- Gift Tags - custom designed tags.
- Fold-Out Brochure - six-panel brochure template.
- Disk Labels - label templates.
- Business Forms - several useful business forms.
- Certificate Maker - stylish awards.
- Reminders - useful for receipts, invitations, memos, etc.
- Newsletter - four-page newsletter template.

† Includes complete documentation.
§ Includes on-disk documentation
* Includes no documentation.

Mail or fax to: NAUG, Box 87453, Canton, Michigan 48187; (313) 454-1115; Fax: (313) 454-1965.

Please send me the following disks @ $9.95 each
or six disks for $50:

☐ Money Manager for AWGS ☐ AW 3.0 Productivity Pak I
☐ Money Manager for AW 3.0 ☐ AW 3.0 Productivity Pak II
☐ Success with AppleWorks I ☐ AWGS Productivity Pak I
☐ Success with AppleWorks II ☐ AWGS Productivity Pak II
☐ Success with AppleWorks III ☐ A+ Home Organizer AWGS
☐ Success with AppleWorks IV ☐ Publish It! Yourself
☐ Success with AppleWorks V

Number of disks ordered	@	$9.95	_____
Six disk special	@	50.00	_____
Shipping	@	3.50*	_____
	Total Order $		_____

☐ Check ☐ Visa/MC ☐ P.O. # _____

* Order three or more disks and shipping is free to U.S. addresses.

Credit Card # _____ Expiration Date _____

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Name (Please print) _____ NAUG I.D. # _____

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Payment must accompany purchase orders. Prices are in U.S. funds. International orders by credit card only, postage additional.

Other Products for Your Apple IIe*

Super Serial Clone

Sequential's Super-Comm is a full featured serial card that is functionally equivalent to Apple's Super Serial Card. Supports all modems and serial printers. Cable not included.

NAUG special: $59.95 (List: $99)

Apple IIe Mouse

Sequential's Bit Mouse adds a mouse interface to your Apple IIe. Includes the interface card, mouse, and cable.

NAUG special: $69.95 (List: $129.95)

Parallel Printer Card

A low-cost card that lets you connect a parallel printer to an Apple IIe or IIGS. Includes the cable.

NAUG special: $39.95 (List: $55)

Grappler-Clone

A Grappler-compatible parallel interface card for your Apple II, IIe, or IIGS. Includes the cable.

NAUG special: $49.95 (List: $79)

Products for Your ImageWriter II*

Q-Buff

Adds 32K of memory to your ImageWriter II to speed up printing from AppleWorks and other non-graphic programs.

NAUG special: $44.95 (List: $79.95)

MegaBUFF

A 1-megabyte buffer that speeds up all printing and makes your Image-Writer II AppleTalk compatible.

NAUG special: $129.95 (List: $199.95)

Q-Talk LTO

A LocalTalk adapter that lets you use your ImageWriter II printer on a LocalTalk network.

NAUG special: $69.95 (List: $139)

* Allow three weeks for delivery of these Apple IIe and ImageWriter peripherals.
Grappler is a trademark of Orange Micro Inc. Super Serial is a trademark of Apple Computer, Inc. This ad refers to products of companies not included in this list, and exclusion of a product does not imply that trademark protection does not apply. Prices are in U.S. dollars. Payment must accompany all purchase orders. International orders by credit card only; shipping is additional, specify air mail or surface delivery.

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Order Form

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_____	Apple IIGS memory w/ 4 megs @	$99.95	$ _____
_____	Apple IIe memory w/ 1 meg @	$59.95	$ _____
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Other Products

_____	Super Serial Clone	@	$59.95	$ _____
_____	Apple IIe Mouse	@	$69.95	$ _____
_____	Parallel Printer Card	@	$39.95	$ _____
_____	Grappler-Clone	@	$49.95	$ _____

ImageWriter II Products

_____	Q-Buff Buffer w/ 32K	@	$44.95	$ _____
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Shipping** $ _____
Total $ _____

**U.S. shipping: $5 for first item, $3 each additional item. Maximum $14.

☐ Check   ☐ Visa/MC   ☐ P.O. # _____

_____
Credit Card #   Exp. Date

_____
Signature   Phone

_____
Name (please print)

_____
Address (no P.O. boxes)

_____

_____
City, State, Zip

How to Import ClarisWorks Data Base Files into AppleWorks

by Nanette Luoma

This is the second article in a three-part series that describes how to import ClarisWorks files into AppleWorks. Knowledgeable AppleWorks users can generalize these procedures to import files from Microsoft Works, GreatWorks, and other applications. The author assumes that you know the basics of ClarisWorks and AppleWorks.

L ast month you learned how to import Claris-Works word processor documents into Apple-Works. Claris' XTND translators made it easy to import those files, and your resulting AppleWorks documents retained the text and most of the formatting of the original files.

Unfortunately, transferring ClarisWorks data base files is more difficult. There are two causes of this problem. First, Claris does not provide AppleWorks-specific data base translators that can save your ClarisWorks data base files in AppleWorks format.

Second, AppleWorks does not support many of the calculating and formatting features available in ClarisWorks. As a result, AppleWorks will import the data from a ClarisWorks data base, but not the layouts for the file. And AppleWorks cannot accept the calculated fields, long entries, and graphics you can include in a ClarisWorks data base.

Still, knowing the tricks can save you time when you make these transfers.

A Six Stage Process

Importing a ClarisWorks data base file is a six stage process:

1. Print copies of all your ClarisWorks layouts.

2. Remove the characters that will not translate.

3. Shorten any entries that are too long for Apple-Works.

4. Save the file in text format.

5. Use Apple File Exchange to transfer the file to a ProDOS disk.

6. Import the file into AppleWorks and update the category names and layouts.

You will need a Macintosh running ClarisWorks and Apple File Exchange, an Apple II or Apple II-compatible computer, AppleWorks 3.0, and a Pro-DOS formatted disk.

Stage One: Print Your ClarisWorks Layouts

ClarisWorks field names, screen, and report layouts will not transfer into AppleWorks, so you should start the transfer process by printing a list of the field names and a copy of each layout. Later you will use the printed output to help you create similar layouts in AppleWorks. Follow these steps:

1. Launch ClarisWorks and display the data base file on the screen.

2. Go to the Layout Menu and create a new "Standard" layout called "Fieldnames".

3. Press Shift-⌘-L to switch to Layout Mode, then print the layout. Write "Fieldnames" on the output.

4. Print a copy of all the other layouts you created for your file.

Stage Two: Eliminate Characters that Will Not Translate

Many characters you use in ClarisWorks (including "curly quotes", ligatures, and bullets) are not supported by AppleWorks. Follow the procedures

How to Divide Data between Multiple Records

Follow these steps to divide long entries into two or more records in a ClarisWorks data base:

1. Launch ClarisWorks and open your data base file.

2. Select "Show All Records" from the Organize Menu.

3. Select the Fieldnames layout that you created in Stage One from the Layout Menu. (See *Figure A*.)

4. Press ⌘-A to select all the records. Then press ⌘-C to copy the records to the clipboard.

5. Press ⌘-N and create a new spreadsheet document. Then press ⌘-V to paste the records into the spreadsheet.

6. Press ⌘-A to select all the cells. Then choose "Courier" from the Font Sub-menu on the Format Menu. That will display your entries in a monospaced font.

Next you will narrow the column width of all columns that do not have to be split and will widen the column with the long entries.

In this example, the Keywords field in column G contains entries that are too long. You will narrow columns A-F and column H and widen column G. Continue as follows:

7. Click on the column A header and drag to highlight columns A through F. Select "Column Width" from the Format Menu, enter "20" and click on "OK". Repeat this step for column H. *Figure B* shows the spreadsheet after you resize the columns.

Now you will change the width of column G so it accommodates 66 characters. Continue as follows:

8. Position the cursor in the first empty cell at the bottom of the column you will resize and type

Figure A: Electronic Index DB in ClarisWorks

Figure B: After Resizing Extra Columns

"a123456789". Then press ⌘-A to select all the characters, and press ⌘-C to copy the text to the clipboard. Then press ⌘-V seven times to paste a total of 70 characters into the field. Press the Delete Key four times to delete the final "6789" so the entry is 66 characters long. Then press the Return Key.

9. Widen column G so it just accommodates all the characters you typed (see *Figure C*).

10. Delete the contents of the cell that you used to resize the column.

Now you will insert a blank column after the column you just resized (if the column you just resized is the final column, go to step #12.)

11. Click on the column header *after* the column you just resized. (In this example, click on column H.) Then press Shift-⌘-I to insert a new column. This column will display any text that does not fit in column G; that makes it easier to identify your long entries.

Now you are ready to work through the file and divide the long entries into separate rows. Continue as follows:

12. Beginning with row 1, scan down column G, looking for entries that extend from column G into column H. In *Figure D*, row 7 is too long and needs to be resized.
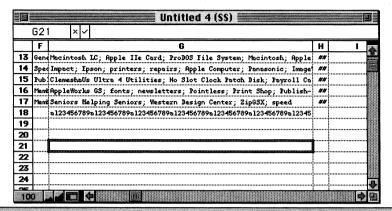
Figure C: Resizing Column G

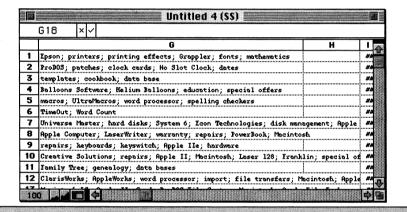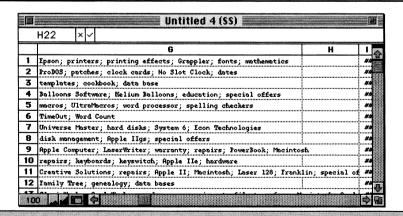## Figure D: Row 7 Contains a Long Entry

Figure E: After Splitting Up Row 7

15. Click in the first cell that contains the long entry (in this example, cell G7). Go to the Data Entry Bar and delete everything that extends beyond the end of column G. (In this example, delete everything beginning with "; disk management...".) Then press the Return Key.

16. With the cursor in cell G8, delete the text that remains in cell G7. (In this example, delete everything through "...Technologies;".) (See rows 7 and 8 in *Figure E*). Then press the Enter Key.

17. If the contents of cell G8 are still too long, repeat steps #13 through #16 for cell G8.

Repeat steps #12 through #17 until you divide all the long entries. Then you are ready to save your file as a text file.

18. Select the column header of the column you inserted in step #11. Select "Delete Cells" from the Calculate Menu to delete the column.

19. Select "Save As" from the File Menu, and choose "ASCII Text" from the Save As scroll down menu.

20. Enter a name for the file. Add ".TXT" to the filename so you can remember the purpose of the file. I will assume that you will save your file as DATABASE.TXT.

21. Click on the Save Button, then quit ClarisWorks.

You are now ready to move the file into AppleWorks. Skip ahead to Stage Five.

13. Click on the row header for the *next* row, in this example, row 8. Then press Shift-⌘-I to insert a new row.

14. Click on the row header for row 7, then hold down the Shift Key and click on the row header for the blank row, row 8. Press ⌘-D to duplicate the contents of row 7 in row 8.

How to Divide Data Among Fields

Follow these steps to divide long entries in a single field into multiple fields within the same record:

1. Press ⌘-R to create a new record and enter "1234567890" in the Keywords field. Then press ⌘-A to select all the characters, and press ⌘-C to copy the text to the clipboard. Then press ⌘-V seven times to paste a total of 70 characters into the field. Delete the final "7890" so the entry is 66 characters long.

2. Select the Fieldnames layout and then "Layout" from the Layout Menu.

3. Press ⌘-A to select all the fields and labels and change the font to 9-point Courier.

4. Select "New View" and "Tile Windows" from the View Menu to display two views of your layout on your screen. Click on the lower window and select "Browse" from the Layout Menu.

5. Click on the upper window and resize the Keywords field until the 66 digits in your extra record just fit on one line in the lower window.

6. Click on the Close Box in the layout view. Then click on the resize box in the browse view so your records fill the screen.

7. Click on the side of the extra record you added in step #1 to highlight the record. Then press ⌘-X to delete the record.

Next you must determine how many fields to add. Continue as follows:

8. Click on the long entry in each record to find the number of lines in the longest entry.

9. Choose "Define Fields..." from the Layout Menu and create enough new fields to accommodate the longest entry. Assign the original field names to each new field, followed by a digit; for example, INGREDIENTS.2, INGREDIENTS.3, and so on.

10. Press Shift-⌘-L to return to Layout Mode and resize the new fields so they match the size of the field you changed in step #5.

11. Press ⌘-A to select all the fields and labels and once again change the font to 9-point Courier.

12. Press Shift-⌘-B to switch to Browse Mode.

Now you are ready to work your way through the records, splitting the contents of the fields. Continue with these steps for each record that contains an entry that is too long for AppleWorks:

13. Click on the field with a long entry and select all the characters that do not fit on the first line. Press ⌘-X to cut the text, then press the Tab Key to move to the first new field. Press ⌘-V to paste the data in the new field.

14. Select all the characters that do not fit on the first line of the new field. Press ⌘-X to cut these characters and press the Tab Key to move to the next field. Then press ⌘-V to paste the data in the field.

Repeat steps #13 and #14 for all the extra lines in the record. Then move on to the next record.

described in Stage One in last month's article to remove those characters.

Stage Three: Shorten Long Entries

ClarisWorks can accept more than 550 characters in each field; far more than the 76 characters that AppleWorks can accept in an entry. If possible, limit yourself to a maximum of 66 characters in each transferred entry. That leaves space for an 11-character category name without the data scrolling off the single record layout screen.

You can use either of two techniques to divide your entries:

1. **Divide the entry into separate records**: If only one field has long entries, you can create multiple records, each of which includes a portion of the long entry.

This is the approach **NAUG** uses with its Electronic Index. **NAUG**'s KEYWORDS field often contains a lengthy list of entries for an article. We could divide the entries into two or more fields within each record, but that would force you to search multiple fields (for example KEYWORDS.1 and KEYWORDS.2) for the word you want. Instead, we put as many keywords as fit in one record. Then we create additional records for articles with long keyword entries.

The sidebar "How to Divide Data between Multiple Records" describes the step-by-step procedures.

2. **Add additional fields**: A second approach is to add fields to the record (like KEYWORD.1 and KEYWORD.2) and split the contents of the long entry among these fields. This is the approach you would use to transfer a Claris-

Works recipe file into AppleWorks because it keeps all the related data in a single record.

The sidebar "How to Divide Data Among Fields" describes the step-by-step procedures.

Stage Four: Save Text File

Now you are ready to create a text file that contains your data. Continue as follows:

1. With the Fieldnames layout on your screen, choose "Show All Records" from the Organize Menu.

2. Choose "Save As" from the File Menu, and choose "ASCII Text" from the Save As scroll down menu.

3. Enter the name you want to use for the saved file. Add ".TXT" to the filename so you remember the purpose of the file. I will assume that you saved your file as DATABASE.TXT.

4. Click on the Save Button, then quit ClarisWorks.

Stage Five: Transfer to a ProDOS Disk

Now you will transfer the file to a ProDOS disk that you can read with AppleWorks. Follow the directions in Stage Three in last month's article (June/July; page 24) that describe how to transfer the file.

The ProDOS File System extension conflicts with Apple File Exchange, so you must remove the "ProDOS File System" file from the Extensions folder within the System folder and re-boot your computer before you launch Apple File Exchange. *[Ed: To check if the ProDOS File System is installed in your system, insert a ProDOS disk in any drive. If your computer accepts the disk, Pro-DOS File System is installed in your system. If your computer wants to initialize the disk, click on the Eject Button; you do not have ProDOS File System installed on your computer.]*

Stage Six: Translate into AppleWorks

The final step is to import the file into AppleWorks and to re-create the reports and layouts. Continue as follows:

1. Launch AppleWorks, select "Add files to the desktop" and indicate that you want to create a new data base file from a text (ASCII) file.

Navigate to the file "DATABASE.TXT" on the ProDOS disk.

2. Select "Tabs between categories, Returns between records" from the Text (ASCII) File Menu.

AppleWorks will assign the default names "Category 01", "Category 02", and so on to each field in your file. AppleWorks will not import your layouts, which you will have to re-create on your Apple II. Calculated fields and date fields will import as numbers and text respectively. Summary fields will appear in each record; you will delete them in a moment. Continue as follows:

3. Press Apple-N and use the printed copy of your ClarisWorks "Fieldnames" layout to rename the categories in the file.

Include the letters "DATE" in names of any fields that contain dates. AppleWorks will treat these entries as text; you will correct this problem in a moment.

Delete the summary fields from your data base.

4. Now you will convert the dates into a date format in AppleWorks.

Display your data in multiple record layout and put the cursor in the date category in the first record. With the inserting cursor on the screen, press the Space Bar and then the Return Key. AppleWorks will change the entry into date format and put the cursor in the date category in the second record.

Repeat this process until you convert all the entries into date format. UltraMacros users can capture these keystrokes in a macro that automates this process.

5. Use the printed copies of your ClarisWorks layouts to create new screen layouts and reports in AppleWorks.

Now you can use your data base with AppleWorks.

Conclusion

Importing ClarisWorks data base files into Apple-Works is not easy or automatic, and the need to re-create your layouts can be tedious. But the process is certainly "do-able" when you need to transfer data between platforms.

How to Control Paper Position in an ImageWriter

by Keith Johnson

I mageWriter owners often move the printer platen to control the position of the print head on the page. Printer experts and the ImageWriter manual agree that there are two reasons that you should turn off the ImageWriter before twisting the platen knob.

First, the ImageWriter loses track of the position of the paper when you move the platen manually. That causes incorrect page breaks because the printer does not "know" when it is at the bottom of a page.

Second, turning the platen knob strains the motor that drives the platen.

Cautious users heed this advice and turn the printer off before adjusting the paper position. But many of us twist away on the printer knob with little concern about the innards of our ImageWriter.

This month's article describes how you can send commands to your printer to adjust the paper position from within AppleWorks. The macro in *Figure 1* sends these commands and is more versatile than the macro published in the November 1991 issue of the *AppleWorks Forum*. (The earlier macro issued commands to rotate the platen a set number of lines forward or backward.)

This macro, which I adapted from a macro developed by Ira Lieberman, lets you move the platen one line at a time, forward or backward, as far as you wish. It also lets you use form feed commands to move the printer forward or backward to the beginning of the next page.

How to Use the Macro

Start by typing the macro into your macro file. Then compile the file and save it as your default macro set. *[Ed: Step-by-step directions for adding the macro to your default macro set appear in the sidebar "How to Add a Macro" in the April 1993*

issue of the AppleWorks Forum.]

Press <ba-F> to run the macro. Then press the Up Arrow Key to move the paper up one line, press the Down Arrow Key to move down one line, or press the Tab Key to advance to the next page. You can press these keys repeatedly without leaving the macro.

The Tab Key always moves the platen in the direction set by the last Up Arrow or Down Arrow keystroke, so you should follow these steps to move back one page:

1. Press the Down Arrow Key to move the paper down one line; that sets the printer in reverse mode.

2. Press the Tab Key. The printer will go back to the previous page.

3. Press the Up Arrow Key to return to normal, forward mode.

The macro keeps track of the paper motion, and a counter at the bottom of the screen tells you how many lines you moved down the page. This number will increase as you move the paper up through the platen and will decrease when you move the paper backward. If you move backward past zero, the number will jump to some number around 65,000; UltraMacros does not recognize negative numbers and instead adds 65,536 to all negative numbers. Most users will move the paper upwards, so this is not a serious limitation. However, a clever macro programmer could revise the macro to properly display negative position numbers.

The macro in *Figure 1* uses <esc-f> to set the printer for forward motion, <esc-r> for reverse motion, <ctrl-j> to issue a linefeed, <ctrl-l> to issue a formfeed, and <esc-v> to jump to the top of the next

My Favorite Macro...

```
<ba-F>:<all><                                { Define the macro that controls the printer.            }
 p = 0:d = 118:                              { Initialize the variables. "p" stores the line count.   }
                                             { "d" stores 118, the ASCII code for the letter "v".     }
 begin:                                      { Begin the loop that checks the keypress.               }
 msg 'Tab --> FF; Up --> +LF; Down --> -LF     POSN = ' + str$ p + ' ':
                                             { Display these prompts and the line counter.            }
 a = key:                                    { Capture the next keypress.                             }
 if a = 9:                                   { If the user pressed the Tab Key...                     }
  pr# 1:                                     { ...send the output to the printer in Slot 1...         }
  print chr$ 12:                             { ...issue a formfeed...                                 }
  pr# 0:                                     { ...send the output back to the screen...               }
  p = 0:                                     { ...zero the line counter...                            }
  rpt:endif:                                 { ...and repeat the loop to check the next keypress.     }
 if a > 11 or a < 10:                        { If the keypress was not an Up Arrow or Down Arrow...   }
  pr# 1:                                     { ...send the output to the printer...                  }
  print chr$ 27 + chr$ 102:                  { ...send an esc-f to put the printer in forward mode... }
  print chr$ 27 + chr$ d:                    { ...send an esc-v to send a Top of Form Command...     }
  pr# 0:                                     { ...send the output back to the screen...               }
  msg "":                                    { ...clear the message display...                       }
  endmacro:endif:                            { ...and exit the macro.                                 }
 if a = 11 then b = 102:                     { If user pressed Up Arrow, set b = 102, the ASCII value of "f"... }
  p = p + 1:endif:                           { ... and increment the line counter.                    }
 if a = 10:                                  { If the user pressed a Down Arrow...                    }
  b = 112 + 2:                               { ...set b = 114, the ASCII value of "r"...              }
  p = p - 1:endif:                           { ...decrement the line counter...                      }
 pr# 1:                                      { ...send the output to the printer...                  }
 print chr$ 27 + chr$ b + chr$ 10:           { ...and send an esc-f (for forward motion) or esc-r    }
                                             { (for reverse motion) and a Control-J to issue a linefeed... }
 pr# 0:                                      { ...then send the output back to the screen...         }
 rpt>!                                       { ...and check the next keypress.                       }
```

page. You could expand the macro so it can send other useful commands to the printer; the *Image-Writer Technical Reference Manual* lists the commands accepted by the printer.

Pressing any key besides Up, Down, or Tab ends the macro.

The macro issues a Top of Form (esc-v) command as its last command to the ImageWriter. This tells the printer that it is at the top of a page ready to start printing; otherwise you can get incorrect page breaks at the bottom of the page. I included this step assuming that you would want the macro to position the paper at the beginning of a page. If you do not want to set the paper at the top of the page, remove the "d = 118" and "print chr$ 27 + chr$ d" statements from the macro.

Some Work-Arounds

UltraMacros has problems accepting some numbers when entered as constants in a macro. "118" is

one of those numbers. In this case, the number "118" interfered with the function of the <rpt> command. Instead of going back to the <begin> token, the macro only went back to "chr$ 118", with confusing and disastrous results.

The work-around is to store "118" in variable "d" and use that variable in the expression "chr$ d" later in the macro.

Similarly, using the number "114" after an <if> token causes problems, so I expressed this number as "112 + 2". There are only a few "problem numbers" you must avoid in UltraMacros; it's just the luck of the Swedish that I had to use two of them in this macro. You will find a discussion of these quirks in the Notes file on the UltraMacros 3 disk.

[Keith Johnson is Associate Director of the Fleis-chmann Planetarium at the University of Nevada.]

[Ira Lieberman is a computer/engineering consultant and is the President of Compu-Art.]

Apple Releases New IIGS Operating System

A pple Computer recently released System 6.0.1, an important upgrade to the operating system for Apple IIGS computers.

System 6.0.1 fixes more than 150 bugs in System 6 and offers dozens of enhancements to the Apple IIGS operating system. The enhancements include the following:

1. Allows booting directly into ProDOS to speed up the launch of 8-bit programs like AppleWorks.

2. Faster RAM Disk operation.

3. No limit on the size of Teach files.

4. Allows transfer of digitized sounds with the clipboard.

5. Sorts file lists by Name, Size, Kind, or Date by clicking on the column label in the window.

6. Easier System management. Copy your fonts and system extensions into the System folder and System 6.0.1 automatically puts the files in the correct folders in the System.

7. Includes a new read-only MS-DOS File System Translator (FST) that reads (but does not write) files from MS-DOS-formatted disks. (The MS-DOS reader requires a SuperDrive connected to a SuperDrive Controller Card or a Floptical or Syquest removable cartridge drive connected to a RamFAST card.)

Some Reported Incompatibilities

Installing System 6.0.1 is easy; just double-click on the Installer icon and let the Installer do the work. However, users have reported the following incompatibilities and other problems after they upgrade:

"AppleTalk Not Connected" message and lockup on bootup: If you do not use AppleTalk, click on the Installer's Custom option after installing System 6.0.1. Then remove all AppleTalk and AppleShare-related files. If you already installed System 6.0.1, boot from the Installer Disk, launch the Installer,

select "Customize", and remove the files.

Pointless: A bug in the System 6.0.1 Font Manager makes the new System incompatible with Pointless. However, the System 6.0.1 disks distributed by **NAUG** includes FixFontMgr, a patch that fixes this problem. If you use Pointless, you should copy Fix-FontMgr into your System Setup folder and reboot your computer. If you do not have the **NAUG** disks, you can order the System 6.0.1 Patch Disk from the **NAUG** Public Domain Library ($6 plus $2 s/h), or you can download the System 6.0.1 Patch Disk from **NAUG**'s bulletin board service or from the **NAUG** areas on CompuServe, America Online, or GEnie. An AppleWorks 3.0 word processor file on the System 6.0.1 Patch Disk describes the new features included in this system update.

Quality Computer's Six Pack: The CDEV Alias and the Alarm Clock NDA do not work correctly with System 6.0.1. Quality plans an upgrade for registered users.

How to Order

System 6.0.1 comes on six disks, which include the Fonts Disk and Synthlab Disk shipped with System 6. Owners of System 6 should order **NAUG**'s System 6.0.1 Updater, which costs $16 (plus $2 s/h) and includes the four new disks.

If you do not have System 6, you can order the complete six disk set for $24 (plus $3.50 s/h).

System 6.0.1 includes brief documentation in Teach files on the System Tools 2 Disk but no printed documentation. The complete six disk set and Apple manual cost $39 postpaid from Resource Central, Box 11250, Overland Park, Kansas 66207; (913) 469-6502; Fax: (913) 469-6507.

Our thanks to Joe Connelly for organizing the System 6 Update program for **NAUG**.

[NAUG, Box 87453, Canton, Michigan 48187; (313) 454-1115; Fax: (313) 454-1965.]

Special Discounts for NAUG Members

NAUG Discounts on LockOut

The Apple IIGS Control Panel lets users customize their computing environment. Most of us appreciate that flexibility, but some students find creative ways to use the Control Panel to make life difficult. This includes setting your systems to display black text on a black background, changing the port settings, and other little changes that make it impossible to use your computers.

John Link's LockOut program ends these problems by denying users access to the Control Panel. LockOut is easy to install on individual computers or on networks, and a password protection system lets you access the Control Panel without de-installing the program. A favorable review of LockOut appeared in the February 1992 issue of the *AppleWorks Forum*.

LockOut lists for $64.95. However, **NAUG** members can now buy LockOut for $39.95 plus $3.50 s/h directly from **NAUG**. The program comes with a site license that lets you install LockOut on all computers and fileservers within a building.

Memory Card Discounts

The RAM-GS is Sequential System's high quality Apple IIGS memory expansion card that adds four megabytes of RAM to your Apple IIGS.

NAUG recently negotiated lower prices for the RAM-GS. On August 1, **NAUG** reduced its price for these memory expansion cards to $99.95 (List: $249) plus $5 s/h. This is a major price break-through; a year ago, 4-megabytes of memory cost more than $350. Members who ordered a RAM-GS from **NAUG** after August 1 automatically received the new discounts.

Unfortunately, RAM chip prices fluctuate, and **NAUG** cannot guarantee the continued availability of these cards at this low price. We will notify buy-

ers if prices rise and will not deposit checks or charge credit card accounts until we ship your order.

Special Price for 1040Works

NAUG members can now get the 1992 version of 1040Works, **NAUG**'s popular AppleWorks Income Tax templates, at a significant discount. 1040Works makes it easy to complete 23 tax forms and schedules including forms 1040, 2106, 2119, 2210, 2441, 3903, 4562, 6251, 8283, 8582, 8606, 8615, 8814, 8829 and schedules A, B, C, D, E, F, R, and SE.

Late tax filers can use 1040Works to prepare their 1992 returns. Others can use the templates to check the work of their tax preparers, collect data for the 1993 tax year, estimate their 1993 tax obligations, prepare amended returns, and become comfortable with this easy approach to income tax preparation. Buyers can update to the 1993 version of 1040-Works at significantly reduced prices.

1040Works lists for $32.95, but members can now buy the 1992 tax package for $16.95, plus $3.50 s/h. Order 1040Works if you have a 128K Apple II or Apple II-compatible; order 1040Works-X if you have an Apple IIGS or 256K or more of RAM in your Apple IIe, IIc, IIc Plus, or Apple II-compatible system. Specify 5.25-inch or 3.5-inch disks. Foreign orders by credit card only; postage additional. **NAUG** accepts Visa and MasterCard.

How to Order

NAUG accepts Visa, MasterCard, and purchase orders, but payment must accompany purchase orders to qualify for these special prices. All products are covered by **NAUG**'s policy of "satisfaction guaranteed or your money back".

[NAUG, Box 87453, Canton, Michigan 48187; (313) 454-1115; (313) 454-1965.]

New Disks in the NAUG Library

Program Launchers Disk

NAUG's new Program Launchers Disk includes eight program launchers that work with all Apple II and Apple II-compatible computers. These launchers let you switch between programs without rebooting your system.

Six of the launchers include documentation in AppleWorks word processor files on the disk. The remaining launchers assume that you know how to create self-booting disks. One of the launchers is shareware; you pay the author $10 if you use the program after getting the disk from **NAUG**. The remaining launchers are freeware and require no additional payment.

These programs are particularly useful to schools and individuals who cannot justify buying a commercial program launcher for their Apple II systems; these programs let students switch programs without rebooting their computers.

The disk includes the latest versions of ProDOS and BASIC to help you create your own boot disks, but some familiarity with file copying and BASIC is necessary to use this disk.

Our thanks to Howard Katz for compiling this collection of programs for **NAUG**.

Disk Stuff

Disk Stuff is a combination program launcher and file utility. Once you install Disk Stuff, you can quit a program, use the file utilities, and return to the application without changing disks. Disk Stuff is ideal for schools with floppy disk-equipped Apple II systems and no funds for disk utility programs like Copy II+ or FileMaster for every computer.

You should know a bit about BASIC to use Disk Stuff; the disk includes some rudimentary documentation.

Our thanks to Randall Corbin for creating Disk Stuff and putting his work in the public domain. We also thank Howard Katz for submitting this disk to **NAUG**.

Internet Information

The Internet is a government-sponsored electronic communications network for educators and businesses. The **NAUG** Public Domain Library now includes the Internet Information Disk, which contains AppleWorks word processor files with the complete text of the freeware book "Zen and the Art of the Internet". Each file on the disk is smaller than 40K, so you can load the files into any version of AppleWorks.

NAUG's Internet Information Disk also includes Phil Shapiro's review of "The Whole Internet Guide and Catalog", a 1992 book that covers almost every aspect of using the Internet.

This disk is a "must" for anyone interested in the Internet.

Our thanks to Phil Shapiro, founder of Balloons Software, for developing this disk for **NAUG**.

Richard Reynolds Disk

Richard Reynolds figured out a way to disable the write protect switch on the original Apple II 5.25-inch disk drives. His method lets you throw a switch, flip over your disk, and write on the back of 5.25-inch disks without punching out a write protect notch. That saves time and avoids the problems that can occur when clippings get into your disk drive.

NAUG's new Richard Reynolds Disk contains an AppleWorks word processor document with the step-by-step instructions necessary to install this enhancement on your drives.

The disk also includes a useful one-page "cheat sheet" that summarizes all the AppleWorks Open-Apple commands and spreadsheet functions.

How to Get Disks

Unless otherwise noted, all disks are available in both 5.25-inch ($4) and 3.5-inch ($6) format, plus $2 s/h *per order*. Order from: Public Domain Library, **NAUG**, Box 87453, Canton, MI 48187; (313) 454-1115; Fax: (313) 454-1965. **NAUG** accepts Visa and MasterCard.

Discounts for NAUG Members

Lower Prices on MacAcademy Videotapes

NAUG's sister organization, the ClarisWorks Users Group, recently negotiated lower member prices for the popular MacAcademy videotapes and the Personal Training System tutorials. Effective August 1, these Macintosh videotapes and tutorials cost $34.95 (plus $3.50 s/h per order) directly from C•WUG. **NAUG** members qualify for these special prices, which represent significant savings; the MacAcademy videos list for $49.95; the Personal Training Systems tutorials list for $59.95 - $99.95.

Contact the C•WUG office for a complete list of the videotapes and audiotapes available.

[C•WUG, Box 701010, Plymouth, Michigan 48170; (313) 454-1969; Fax: (313) 454-1965.]

Hard Drive Discounts

NAUG members can now get special prices on Focus Hard Cards. These are 40, 80, or 120 megabyte IDE hard disk drives mounted on a controller card that plugs directly into an Apple IIe or Apple IIGS computer. The drive comes loaded with Apple IIGS System 6 and ProDOS so it will operate automatically on power up. It is ideal for schools and other users who do not want to connect an external drive to their system.

According to the manufacturer, the Focus Card is a standard size card that does not interfere with adjacent slots in your Apple. The drive is quiet and has a manual power-down mode for extended periods of inactivity.

The Focus Card requires approximately 450 milliamps. A standard Apple IIe power supply can support one Focus drive. A standard Apple IIGS power supply can support two drives. The drive is Zip and TransWarp-compatible and comes with a six month warranty.

NAUG members can buy the drives directly from the manufacturer for 20% off the drives' already low prices of $349 (40-megabytes), $449 (80-megabytes), and $599 (120-megabytes), which

includes the cost of the built-in interface card. Add $15 s/h. Include a check or money order with your order; Parsons Engineering does not accept credit cards. Add $10 for C.O.D. deliveries.

Identify yourself as a **NAUG** member and supply your **NAUG** membership number when you order.

[Parsons Engineering, 5010 Rimhurst Avenue, Covina, California 91724; (818) 966-5538; Fax: (818) 966-5701.]

ULTRA – to the Max!

Marin MacroWorks, a publisher of AppleWorks books and macro-based enhancements, recently released *ULTRA – to the Max!*, Will Nelken's 200-page, fully-indexed book that describes how to use the features and functions of UltraMacros 4.2. *ULTRA – to the Max!* includes 15 chapters of descriptions, samples, and step-by-step guidelines, with eight appendices and a disk of sample macros, helpscreens, and over 1,000 AppleWorks memory addresses.

ULTRA – to the Max! lists for $24.95. Until October 31, **NAUG** members can buy the book/disk combination directly from the publisher for $22 plus $4 s/h.

NAUG members get an additional discount if they buy both *ULTRA – to the Max!* and *ULTRA – AppleWorks*, Will Nelken's 110-page introduction to macro programming for AppleWorks. Until October 31, the *ULTRA – to the Max!* and *ULTRA – AppleWorks* package costs $42 plus $6 s/h.

Identify yourself as a **NAUG** member and include a check or money order with your order; the company does not accept credit cards. Overseas s/h: $9 per book. Marin MacroWorks ships 3.5-inch disks unless you specify otherwise. The company maintains a 30-day "satisfaction guaranteed or your money back" policy for **NAUG** members.

[Marin MacroWorks, 1675 Grand Avenue, San Rafael, California 94901.]

Mail Order Dealers that Support the Apple II

by Sherry Kuhr and Nancy Hytinen

H ere is a list of mail order dealers who specialize in Apple II equipment and software. Please tell **NAUG** about your favorite mail order dealer that we omitted from this list.

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Woodland Hills, California 91364
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Orders: 800-782-1955
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Genealogical Software
6180 Via Real N-25
Carpinteria, California 93013

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Special Offers

Special Discounts on Vitesse Printer Drivers

NAUG members can now get 45% discounts on Vitesse's printer drivers for Apple IIGS computers. These drivers let you use non-Apple printers with AppleWorks GS and with other 16-bit applications running on an Apple IIGS.

Vitesse offers three collections of drivers. The Harmonie v2.1 package contains the drivers for more than 40 printers including the new Deskjet and DeskWriter 500c and 550c color printers from Hewlett-Packard. Harmonie lists for $59.95 and costs **NAUG** members $29.98 directly from Vitesse. Upgrades from earlier versions of Harmonie cost $14.95.

Vitesse's HP PrinterPack includes all the Hewlett-Packard LaserJet, DeskJet, DeskWriter, and PaintJet drivers in the Harmonie package. The HP PrinterPack, which lists for $29.95, costs **NAUG** members $14.98 direct from Vitesse.

Apple ImageWriter owners can buy Vitesse's PerfectImage package, which contains an enhanced ImageWriter driver. According to Vitesse, the PerfectImage driver produces better dithering of grays than the standard ImageWriter driver. That gives you better printouts of your graphics and of text produced with scalable fonts using Pointless. PerfectImage lists for $29.95 and costs **NAUG** members $14.98.

Add $3 to all prices for shipping within the U.S. International orders by credit card only; international shipping additional. Identify yourself as a **NAUG** member when you order at these special prices.

[Vitesse, Inc., Box 929, La Puente, CA 91747; (800) 777-7344 ;Fax: (818) 813-1273]

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The *AppleWorks Forum* — 10 monthly issues, shipped as follows:

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NAUG on Disk [2]	$90	$180

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[1] *Avoids future price increases.*
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NAUG shares members' addresses with other users groups and selected vendors. If you do not want to receive mail from these agencies, check here: ☐

Electronic Index Update

Apple-Works Forum

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